

MEMORANDUM OF AGREEMENT  
Procedure for the Evaluation of Faculty and Library Faculty (2026)

1. Purpose & Scope.....	2
2. Definitions.....	2
3. Standards.....	3
4. Mentoring & Professional Development.....	4
5. Faculty Plans .....	4
6. Personnel Cycles and Master Personnel Calendar .....	5
7. Promotion and Range Adjustment.....	9
8. Evaluation of Teaching .....	9
9. External Letters.....	10
10. Levels of Review and Responsibilities.....	11
11. Candidate Rebuttals.....	14
12. Records, Privacy and Data Handling .....	15
13. Term .....	16
14. Appendix: Required Templates for Faculty Plans.....	17
15. Appendix: Required File Contents for Feedback Meetings .....	18
16. Appendix: Required File Contents for Contract Renewal Cycles, Tenure, Promotions, & Range Adjustments.....	19
17. Appendix: Feedback Meeting Form.....	21

## 1. Purpose & Scope

- 1.1. Purpose. This Agreement establishes a clear, fair, and administrable procedure for evaluating faculty and library faculty for contract renewal, tenure, promotion, and range adjustment, and for conducting non-action feedback reviews.
- 1.2. Covered Employees. This Agreement applies to all full-time tenure track faculty and library faculty, tenured faculty and library faculty, nontenure track teaching positions (NTTPs), and part-time faculty, as specified herein. Adjuncts are excluded unless expressly stated.
- 1.3. Supersession. Upon its effective date, this Agreement supersedes and sunsets the following prior agreements: (a) [Evaluation of Faculty and Library Faculty for Tenure, Reappointment, Promotion and Range Adjustment \(2015\)](#); (b) [Addendum to the Procedure for the Evaluation of Faculty and Library Faculty \(2024\)](#); (c) [Evaluation by Interim Managers \(2016\)](#); (d) [Procedures for Use of Instruments for the Student Evaluation of Teaching \(2018\)](#); (e) [Evaluation of Preceptorial Advising by Students Online 2008](#) (f) [Evaluation of Preceptorial Advising \(2008\)](#); (g) [Summer Institute for Peer Evaluation of Teaching \(SIPET\) \(2013\)](#); and (h) [Addendum: Aligning the 2023 NTTP Local MOA to Master Agreement Letter XIV 2023–2027 Sections IV.E–G](#) (solely as to evaluation criteria and procedures). All other terms of the 2023 NTTP MOA remain in force.
- 1.4. Relationship to Law and Master Agreement. Where this Agreement conflicts with applicable law or the Master Agreement, the law or Master Agreement controls. Nothing herein alters statutory tenure timelines.

## 2. Definitions

“Evaluation” means the formal assessment of a candidate’s file for a personnel action, specifically, contract renewal, tenure, promotion, and range adjustment.

“Recommendation” means a written outcome issued by a reviewing body (PRC/LPC, Dean, FRC, Provost, President) during an evaluation cycle.

“Feedback Review/Meeting” means a non-action developmental review and meeting during which no recommendation letters are issued.

“File Closing Date” means the deadline by which all candidate materials for a given cycle must be uploaded and frozen, subject only to the limited rebuttal rules in Section 11.

“Probationary Faculty” means tenure track faculty and faculty librarians who have not yet been awarded tenure, non-tenure-track faculty and part-time faculty who are not yet eligible for a multi-year contract.

“Program Standards” are program level criteria approved under Section 3.

“University Standards” are those adopted in [Policy II 10.5](#) and related procedures.

### 3. Standards

- 3.1. University and Program Standards collectively define expectations for tenure, promotion, and range adjustment. Candidates will be evaluated on the extent and quality of their performance on the evaluation criteria established by all applicable standards, and in the professional academic judgments of the reviewers, and will document their accomplishments accordingly. All faculty may apply for promotions when they are eligible based on criteria in the standards.
- 3.2. Part-time and NTPP faculty will be evaluated based upon relevant standards for teaching and service for promotion and range adjustment. This must be communicated in writing to the faculty by the hiring manager as part of the hiring and contract process.
- 3.3. Governing Standards. Candidates are evaluated against University Standards and Applicable [Program Standards](#).
- 3.4. University Standards. University standards in [Policy II-10.5](#) shall be reviewed at least every five (5) years through the University shared governance process and [Procedure 1060](#).
- 3.5. Program Standards Review and Approval.
  - 3.5.1. Timing. Programs shall review [Program Standards](#) every five (5) years, following the conclusion of a review of Policy II-10.5, or in coordination with periodic program review / accreditation cycles, or for good cause (e.g., changed program structures, updated terms and conditions for contracts and positions).
  - 3.5.2. Approval. Proposed changes require simple majority approval of program faculty and written approval by the Dean within thirty (30) calendar days. If the Dean fails to respond within that period, the proposal is deemed approved.
  - 3.5.3. Appeal. If the Dean does not approve, the Program may resubmit once. Absent consensus after resubmission, the program may appeal to the Provost, whose written decision is final.

- 3.6. Effective Date and Choice for Probationary Faculty. Approved changes take immediate effect; probationary faculty may elect to be evaluated under the standards in effect at hire and shall state their selected standards in the Executive Summary of their file.

#### **4. Mentoring & Professional Development**

- 4.1. Mentor Assignment. All probationary faculty members shall be assigned one or more mentor(s) (in-program and/or out-of-program) no later than two (2) weeks prior to their start date. New mentors may be assigned at any time upon request by the faculty member or program chair.
- 4.2. Mentor Eligibility and Selection. Mentors for tenure- track faculty must be tenured faculty; for an NTPP faculty, a multi-year NTPP faculty member may act as a mentor. The selection of mentors shall be determined collaboratively by the Dean and the Program Chair, considering program needs and the new faculty member's anticipated areas of development.
- 4.3. Mentor Role. Mentors provide guidance on expectations, University and Program Standards, University policies and procedures, available resources, best practices in teaching/librarianship, scholarship/creative activity, and service. Mentors do not prepare files or make independent recommendations.
- 4.4. File Construction Workshops. The center or office responsible for faculty development may choose to designate a Faculty Review Committee (FRC) Fellow/Associate to offer annual file construction workshops, ensure that resources and communications are updated and disseminated to faculty through a variety of methods, and advise new faculty on the evaluation process. The file workshops will be sufficient in number to apply to the various categories of faculty and faculty librarians who will be under review. Participation by FRC members is voluntary. The FRC Fellow or Associate must have served at least one term on the FRC to be eligible for this position.

#### **5. Faculty Plans**

- 5.1. Requirement. Full-time tenure-track faculty and faculty librarians shall submit a Faculty Plan for Tenure and Promotion ("Plan") in their first, third, and fifth probationary years as part of feedback reviews. Plans cannot be required for 13-D or 13-O full-time faculty, part-time faculty, or NTPP faculty. Programs that require any additional information from faculty must make that request outside of the formal evaluation process.

- 5.2. Purpose and Use. Plans are developmental tools only; they are not evaluation criteria and are not included in evaluation files. Plans guide program faculty/Dean feedback during probationary feedback cycles.
- 5.3. Contents and Length. A Plan states the candidate’s intended path to meeting applicable standards with anticipated activities and evidence. Length: approximately 3 pages using the template in the Appendix.
- 5.4. Revision. Probationary faculty may revise Plans at any time.
- 5.5. The Dean must acknowledge the faculty plan. See Dean’s Feedback form [here](#).

## 6. Personnel Cycles and Master Personnel Calendar

*Table 1: Personnel Cycles & Calendar Guidelines*

Review Type	Who	File Close (Typical)	Review Window (PRC/LPC + Dean + FRC)	President Recommendation	Board Action	Notice Deadline (if applicable)
<b>Tenure (standard)</b>	TT faculty & librarians	Sep	PRC/LPC + Dean = ≥3 weeks; FRC = ≥2 weeks	Nov	Dec meeting	Per Master Agreement
<b>Tenure (modified timeline)</b>	TT (mid-year hires/approved)	Sep	Same sequencing	Nov	Dec meeting	Per Master Agreement
<b>Contract renewals</b>	TT, NTPP, Part-time	Sep	PRC/LPC + Dean = ≥3 weeks; FRC (if triggered) ≥10 days	Nov	Dec meeting	Per Master Agreement
<b>Promotions</b>	All eligible	Late Jan	PRC/LPC + Dean = ≥3 weeks; FRC = ≥2 weeks	Late Mar	Apr meeting	N/A
<b>Range adjustment</b>	All eligible	Late Jan	Same as promotions	Late Mar	Apr meeting	N/A
<b>Feedback cycles</b>	As scheduled	Late Feb	Meeting within 60 days; Memo to personnel file	—	—	N/A

Table 2: Personnel Cycles by Year and Position Type

	<b>Tenure track faculty &amp; faculty librarians</b>	<b>NTTP</b>	<b>Part-time faculty</b>	<b>XIII-D Visiting Faculty</b>	<b>XIII-O Visiting Faculty</b>
<b>Year 1</b>	Feedback meeting with PRC & Dean (year 1 of a 2-year contract)	Contract renewal cycle (1 year contract)	Contract renewal cycle (1 year contract)	Feedback meeting with PRC & Dean	Feedback meeting with PRC & Dean
<b>Year 2</b>	Contract renewal cycle (year 2 of a 2-year contract)	Contract renewal cycle (1 year contract)	Contract renewal cycle (1 year contract)	Feedback meeting with PRC & Dean	Feedback meeting with PRC & Dean
<b>Year 3</b>	Feedback meeting with PRC & Dean (year 1 of a 2-year contract)	Contract renewal cycle (1 year contract)	Contract renewal cycle (1 year contract)	Feedback meeting with PRC & Dean	Feedback meeting with PRC & Dean
<b>Year 4</b>	Contract renewal cycle (year 2 of a 2-year contract)	Contract renewal cycle (1 year contract)	Contract renewal cycle (1 year contract)	n/a	n/a
<b>Year 5</b>	Feedback meeting with PRC & Dean (year 1 of a 2-year contract)	Eligible for initial multi-year contract & promotion	Eligible for initial multi-year contract & promotion		
<b>Year 6</b>	Tenure & promotion review in September, for pre-Thanksgiving decision by the President and early December BOT approval (year 1 of a 2-year contract)	Multi-year contract renewals & promotion or range adjustments, as applicable	Multi-year contract renewals & promotion or range adjustments, as applicable		
<b>7+ years</b>	Promotion & range adjustments				

6.1. Personnel Actions Calendar. By June 1 annually, the Provost’s Office shall provide a draft personnel actions calendar to the Union for review; final dates shall be mutually

agreed by June 30. Absent agreement, the Provost's decision is final. The University will publish the Personnel Actions Calendar by the first week of July annually.

6.2. Personnel Cycles and File Closing Dates (Table 1).

(a) Contract Renewals (including NTTP, Part-Time, XIII-D, XIII-O): Fall semester; single file closing date after the first full week of September; faculty will be given at least three (3) weeks between solicitation and file close date.

(b) Tenure: Fall semester; file closing after the first full week of September; faculty will be given at least three (3) weeks between solicitation and file close date. Intent to apply for early tenure for "exceptional action" due September 1.

(c) Promotions and Range Adjustments: Spring semester; file closing after the last week of January. Intent to apply for any level promotion or range adjustment due October 1. If any faculty applies for promotion concurrent with any contract renewal cycle, except for tenure and promotion, they must notify their Dean in writing within 5 working days of the file solicitation date.

(d) Feedback Reviews: Spring semester; solicitation after the last week of January; faculty will be given at least three (3) weeks between solicitation and file close date; meetings completed within 60 days and at least two (2) weeks prior to May undergraduate commencement.

6.3. Time Allocations (minimums) (Table 1).

(a) Tenure: PRC + Dean combined at least three (3) weeks; FRC at least two (2) full weeks.

(b) Contract Renewals: PRC + Dean combined at least three (3) weeks; FRC at least ten (10) days when applicable.

(c) Promotions/Range: PRC + Dean combined at least three (3) weeks; FRC at least two (2) full weeks.

6.4. Notices of Appointment/Reappointment. Deadlines will comply with Article XIII of the Master Agreement and applicable law.

6.5. Mid-Year Hires (N.J.S.A. 18A:60-16). Mid-year tenure-track hires receive initial one-and-one-half-year contracts and begin with the Year Two review cycle; they remain eligible for delayed tenure review in Year Six consistent with statute.

6.6. Joint Appointments. Faculty with joint appointments will go through the normal evaluation processes as identified in University policies and procedures, local agreements (e.g., but not limited to, the [Side Letter for Joint Appointments](#)), and personnel actions calendars. The same materials may be "counted" to meet the standards of both programs for all levels of review.

6.7. Early Tenure / Exceptional Action. Pursuant to New Jersey Statute 18A: 60-9, faculty and faculty librarians can apply for tenure for “exceptional action” after two years of consecutive service, concurrent with promotion to the next highest rank. A candidate who wishes to apply for early tenure for “exceptional action” should discuss the process with the PRC and the Dean.

6.7.1. Candidates for early tenure for exceptional action may apply in years three, four, and five during the normal tenure review cycles.

6.7.1.1. If a candidate receives a positive tenure decision in either year three or four or five, they will be exempt from subsequent annual reviews for probationary faculty.

6.7.1.2. If they apply in year three or five, any level of review can recommend a positive or negative decision for tenure and/or promotion; if they do not receive a positive decision for early tenure, they will remain in their two-year contract and are still eligible for all the remaining review cycles for probationary faculty according to the normal timeline for tenure.

6.7.1.3. If they apply in year four, any level of review must recommend a positive or negative decision for tenure and/or promotion (if they apply concurrently); for any negative tenure decisions, all levels of review must also decide whether to recommend the candidate for reappointment for two additional years at their current rank according to the normal timeline for tenure.

6.8. Qualifying Life Events (Evaluation Years Only).

6.8.1. No Change to Statutory Tenure Clock. This section does not alter statutory tenure timelines.

6.8.2. Eligibility. Candidates who experience a qualifying life event or approved leave (e.g., events qualifying under FMLA or the NJ SAFE Act) prior to the file closing date may, in consultation with the Union, elect one of the following:

(i) a delayed file submission timeline that preserves statutory and Master Agreement notice deadlines;

(ii) waiver of the right to submit additional file contents after a qualifying event;  
or

(iii) request access for a designee to submit file contents on their behalf.

## **7. Promotion and Range Adjustment.**

- 7.1. Criteria for promotion and range adjustment are noted in [Policy II-10.5](#). Faculty may not skip a level when applying for promotion; they must apply for the next higher rank for their position.
- 7.2. Full-time faculty, part-time faculty, faculty librarians, and faculty in any NTTP position who meet qualifications to apply for promotion to a higher rank or range adjustment prior to their review cycle for tenure or multi-year contract may apply at any time during any promotion or range adjustment cycle.
- 7.3. Tenure-track faculty may apply for early promotion separate from tenure, or they may apply for promotion concurrent with early tenure for exceptional action. Tenure-track faculty hired at a higher rank than Assistant Professor may apply for promotion to a higher rank concurrent with tenure.
- 7.4. Faculty hired in NTTP-III or II positions normally apply for and are reviewed for promotion to the rank of NTTP-II or I concurrent with the review cycle for their initial multi-year contract.
- 7.5. If any faculty apply for promotion or range adjustment during a Feedback Review cycle, they may submit a single file for promotion or range adjustment and still have a feedback review meeting.

## **8. Evaluation of Teaching**

- 8.1. Course Evaluations. All assigned courses (including winter/summer) are evaluated using the University's approved instrument and system, except for school-approved exclusions (e.g., independent study, very low enrollment).
  - 8.1.1. Files. All faculty shall include all evaluations of their courses across modalities and levels for the period under review. Faculty will not be penalized for incomplete records of course evaluations for any courses taught prior to Fall 2026.
  - 8.1.2. Cross-Listed Courses. Evaluated as a single course with a single set of selected objectives.
  - 8.1.3. Team-Taught Courses. The University will enable administration of course evaluations for individual instructors within two (2) weeks of their completed teaching time, as determined by the syllabus or alternate teaching schedule.

8.1.4. Results and Use. The University will make results available to faculty as soon as practicable and ordinarily within five (5) business days after final grade submission. Student evaluation data may be considered as one component of teaching effectiveness when contextualized and not as the sole measure of performance.

## 8.2. Peer Observations of Teaching.

8.2.1. Requirement. Probationary faculty (tenure-track, NTTP, and part-time) must include one (1) peer observation per academic year in their files. A second observation may be required for any contract renewal cycle if the PRC, Dean, FRC, or Provost recommended it in writing in any prior cycle. Faculty submitting files in the new Fall 2026 review cycle (Sept.) will not be penalized for missing a new peer observation in their file.

8.2.2. Exemptions. XIII-D and XIII-O are exempt in all years. After five (5) years of continuous service, part-time and NTTP faculty are exempt.

8.2.3. Eligible Observers. Tenured faculty and NTTP faculty with multi-year contracts who have completed University-approved training for peer observation may serve as observers for in-person or hybrid courses. For fully online courses, observers must also have University-approved online pedagogy training. Equivalent certifications for either type of observation may be approved by the University.

8.2.4. Process and Template. Observers should use recommended peer observation templates provided by the center or office responsible for faculty development and adhere to the recommended page limits. The candidate uploads the signed report.

## 9. External Letters

9.1. When Required. External assessments are required for promotion to Full Professor (two letters) and Distinguished Professor (three letters). External letters are optional for all other personnel actions at the candidate's discretion.

9.2. Selection of Reviewers. The candidate and Dean confer to select at least the minimum number of reviewers. Within five (5) working days, the Dean's office will contact proposed reviewers to confirm willingness and will notify the candidate when the minimum is secured or if substitutions are needed.

- 9.3. **Materials and Timeline.** No later than two (2) months before the file closing date, the Dean's office requests materials from the candidate for reviewers via a secure digital folder. Within one (1) week of receipt, the Dean sends the formal request letter, applicable standards, CV, and materials to reviewers, with a due date at least three (3) weeks before the file closing date. The candidate is copied on all Dean correspondence.
- 9.4. **Late/Missing Letters.** If a letter is missing due to circumstances beyond the candidate's control, the Dean will add a memorandum to the file; no negative inference will be drawn. If a letter is received after the due date but before the file closing date, the candidate may choose to add the external letter and a written response to the external reviewer's letter within two (2) weeks after the file closing date. Internal reviewers that have already submitted recommendation letters will be given a copy of the external reviewer's letter, along with any written response prepared by the candidate, and will have three (3) working days to reconsider and revise their recommendation letter(s).

## **10. Levels of Review and Responsibilities**

- 10.1. **Feedback Meetings.** In years where there is no contract decision, the Dean's office will schedule a joint feedback meeting with the candidate, faculty mentor (chosen by the candidate), the PRC Chair, and Dean/interim-Dean to review and discuss the materials submitted in the file and the candidate's progress towards meeting applicable standards. Feedback meetings do not include contract decisions, and no formal recommendation letters shall be generated by the PRC or Dean; however, the Dean will create a written summary of the meeting which will be provided to the candidate, the PRC, and submitted to the file by the Dean.
- 10.2. **Program/Library Review Committee (PRC/LPC): Membership, Conflict, Voting, Letters**
- 10.2.1. **Jurisdiction.** PRC (programs) and LPC (library) chairs participate in feedback meetings. PRC and LPC committees evaluate files for contract renewal, promotion, range adjustment, and tenure.
- 10.2.2. **Composition and Eligibility.**

- 10.2.2.1. PRC: Minimum of three (3) members. Eligible members are tenured faculty and NTTP faculty with multi-year contracts. Selection of PRC members shall occur annually during the spring semester, with appointments effective at the start of the following academic year. Members will be selected through a process agreed upon by the faculty, such as election or appointment. This process will be completed in the spring semester for PRCs starting in the next Academic Year (AY). Programs will notify their Dean of the makeup of their PRC for the following AY no later than May graduation.
- 10.2.2.2. Programs with less than 3 tenured faculty must select additional PRC members from tenured faculty ranks in related programs.
- 10.2.2.3. In programs with more than 3 tenured faculty, programs may decide that everyone eligible will serve, or establish an election or rotation system to ensure equitable participation on a smaller PRC. Programs establishing an election or rotation system must invite all eligible faculty to be considered in the nomination and election process; no additional criteria to serve on a PRC may be introduced into the selection process. Programs that choose to form smaller PRCs should consider identifying an odd number of PRC members (e.g., 5 or 7). Faculty are required to serve on the PRC at least once every three (3) years, unless otherwise excused by the program chair in consultation with the Dean due to extenuating circumstances. Rotation and election schedules shall be maintained by the program chair or designated school administrator. This process is intended to balance workload and maintain continuity in committee operations.
- 10.2.2.4. LPC: All tenured library faculty constitute the LPC; minimum of three (3). If fewer than three, the LPC Chair, in consultation with library faculty, shall select eligible tenured faculty from the Faculty Senate Library Committee to serve.
- 10.2.3. PRC Chair Elections and Rotation. PRC/LPC members select a PRC Chair by simple majority by September 10. Programs should adopt reasonable rotations to distribute service; no member should serve more than three (3) consecutive years when sufficient eligible faculty exist. Program Chairs are not obligated to serve as PRC Chairs.
- 10.2.4. Meetings and Voting. Members must attend deliberations for files on which they vote; otherwise they must recuse. The PRC Chair ensures deliberations are based solely on file materials and applicable standards. Votes are by secret ballot. Abstentions are not allowed. One re-vote may be held upon the request of any

member after further discussion. Only the final vote is recorded; intermediate tallies are destroyed after letter submission.

10.2.4.1. Virtual Meetings. Where permitted by law and University policy/procedure, PRC/LPC/FRC may conduct meetings via a secure, password-protected platform with waiting room enabled; no recordings are permitted.

10.2.5. Letters. PRC/LPC issues a single composite recommendation letter per candidate, signed by the Chair, listing voting members and recording the final vote.

10.2.6. Conflicts and Conduct. Members must self-report conflicts and recuse when appropriate. A member serving on both PRC/LPC and FRC in the same cycle must recuse at the FRC level for the same file. The Chair may suspend a member's participation in a discussion for bias or inappropriate conduct, subject to prompt notice to the Dean.

### 10.3. Dean Review.

10.3.1. Jurisdiction. Deans conduct independent evaluations, issue recommendation letters in action years, and participate in feedback meetings.

10.3.2. Interim and Acting Deans. Interim and Acting Deans perform all duties of the dean.

### 10.4. Faculty Review Committee (FRC).

10.4.1. Jurisdiction. The FRC reviews: (a) all promotion and range adjustment files; (b) all tenure files; (c) initial multi-year contracts for NTT or part-time faculty; (d) any file with a simple majority-negative PRC/LPC recommendation; (e) any file with a split PRC/LPC recommendation; and (f) any file with a negative Dean recommendation.

10.4.2. Composition and Elections. The FRC consists of at least nine (9) tenured faculty at Associate or above, elected by Schools (representatives and alternates) and at-large, with no more than two (2) members from any School. School alternates may serve in place of an at-large member. Elections for School FRC representatives occur by late-April; at-large elections occur the following week. Terms are two (2) years and staggered.

10.4.3. FRC Chair; Attendance; Presentation. The Provost's Office convenes the FRC by the end of May to elect an FRC Chair by simple majority. The FRC chair is responsible for administrative tasks, running meetings, and facilitating communication between the committee and the Provost's Office. All members

must attend all meetings to vote on files, which may be virtual as described above. The FRC Chair assigns presenters who are not from the candidate's School. Presenters summarize files without advocacy.

10.4.4. Voting and Letters. Votes are by secret ballot. Abstentions are not allowed. One re-vote may be held upon request of any member after further discussion. Only the final vote is recorded; intermediate tallies are destroyed after letter submission. The presenter drafts the letter reflecting committee deliberations; the full committee edits; the FRC Chair finalizes and signs. The letter records the vote and lists voting members.

10.4.5. Conflicts and Eligibility. Members must disclose conflicts and recuse where appropriate. Members may not apply for promotion or range adjustment during service and for one academic year thereafter. Alternates who did not serve may apply the year after their term.

#### 10.5. Provost Review

10.5.1. Provost Review. The Provost reviews files subject to FRC evaluation and recommends decisions to the President. Written notifications of decisions issue on the decision due date.

#### 10.6. President Review & Board Action

10.6.1. President Review. The president reviews all files. This includes all files not reviewed by the FRC/Provost, which proceed directly to the President, who makes final recommendations to the Board of Trustees.

10.6.2. Board of Trustees. The Board acts on affirmative recommendations of the President. Written notice to the candidate issues within one (1) business day of the Board's decision.

### 11. Candidate Rebuttals

11.1. Right to Rebut. For each level of review (including feedback reviews), candidates have three (3) working days after the recommendation due date to submit a rebuttal.

11.2. Limits. Rebuttals should be generally limited to two (2) pages. No new materials may be added, except to correct factual errors or to include scholarly/creative outputs that were accepted for publication or equivalent prior to the file closing date and documented as such.

11.3. Presidential Meeting. A candidate who disagrees with the President's recommendation may request a meeting within three (3) working days. Within twenty-four (24) hours after the meeting, the President may issue a revised recommendation.

## **12. Records, Privacy and Data Handling**

12.1. Confidentiality of Evaluation Materials. All evaluation and feedback review materials, including candidate files, peer observations, student evaluations, external letters, recommendation letters, and meeting summaries, shall be treated as confidential personnel records except where disclosure is required by law or the Master Agreement.

12.2. Access and Use. Access to evaluation materials is limited to individuals and bodies with a defined role in the evaluation or feedback review process as specified in this Agreement. Materials shall be used solely for the purpose of conducting evaluations, rendering recommendations, and performing duties outlined herein.

12.3. Data Storage and Security. The University shall maintain evaluation files using secure, access-controlled platforms that meet applicable legal and University data-security requirements. Digital access shall require individualized authentication. No materials may be stored or transmitted via unapproved platforms.

12.4. Prohibition on Recording. No audio or video recordings of PRC/LPC/FRC deliberations, feedback meetings, or evaluation-related discussions are permitted. This prohibition includes recordings made through digital meeting platforms.

12.5. Retention and Disposition of Records. Personnel evaluation records shall be retained, archived, or disposed of consistent with the University's approved records retention policies, procedures, and applicable State law. Drafts, intermediate vote tallies, and informal notes of deliberations shall be destroyed after final recommendation letters are submitted, except where retention is required by law.

12.6. Candidate Rights. Candidates have the right to review evaluation materials placed in their official personnel file consistent with University Procedure 6395 – Personnel Records of Employees, the Master Agreement, and applicable law. Nothing in this section alters the rebuttal rights provided above in Section 11.

12.7. Privacy of Students and Third Parties. Student evaluations, peer evaluations, external letters, and other third-party materials shall be handled in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C 1232g et seq. 34 C.F.R. Part 99,

and all other applicable federal and State privacy laws. Such materials shall not be disclosed beyond authorized reviewers.

**13. Term**

This agreement will go into effect and shall remain in full force from July 1, 2026 until June 30, 2030, unless modified by changes in the Master Agreement. This agreement shall be automatically renewed from year to year thereafter, unless either party submits to the other party written notice of its desire to terminate, modify, or amend this agreement. The required notice must be submitted no later than 30 days prior to June 30 of any succeeding year for which this agreement is automatically renewed.

IN WITNESS THEREOF, the University and Local 2275 have acknowledged their understanding of this Agreement and affix their signatures below.

For Stockton University



Dr. Michael A. Palladino, Provost and  
Vice President for Academic Affairs

For SFT Local 2275



Dr. Tara Luke, President

## 14. Appendix: Required Templates for Faculty Plans

### Required Template for Faculty Plan

Name:

Date:

1. Excellence in Teaching: Provide a rationale for each objective related to excellence in teaching (generally 2-to-4). Include a method(s) of measuring the accomplishment of each objective and the approximate date of completion, recognizing that continuous improvement in teaching is ongoing.
2. Excellence in Scholarship: Provide a rationale for each objective related to excellence in scholarship (generally 2-to-4). Include a method(s) of measuring the accomplishment of each objective and the approximate date of completion.
3. Excellence in Service: Provide a rationale for each objective related to excellence in service (generally 2-to-4). Include a method(s) of measuring the accomplishment of each objective and the approximate date of completion.

### Required Template for Faculty Librarian Plan

Name:

Date:

1. Excellence in Librarianship: Provide a rationale for each objective related to excellence in librarianship (generally 2-to-4). Include a method(s) of measuring the accomplishment of each objective and the approximate date of completion.
2. Excellence in Teaching (if applicable) Provide a rationale for each objective related to excellence in teaching (generally 2-to-4). Include a specific method(s) of measuring the accomplishment of each objective and the approximate date of completion, recognizing that continuous improvement in teaching is ongoing.
3. Excellence in Scholarship: Provide a rationale for each objective related to excellence in scholarship (generally 2-4). Include a specific method(s) of measuring the accomplishment of each objective and the approximate date of completion.
4. Excellence in Service: Provide the rationale for each objective related to excellence in service (generally 2-4). Include the specific method(s) of measuring the accomplishment of each objective and the approximate date of completion.

## 15. Appendix: Required File Contents for Feedback Meetings

On the file closing date, candidates will submit the following materials in advance of a feedback meeting:

1. Most recent employment contract (added by office)
2. Current c.v., which includes all contractual duties (added by candidate)
3. Faculty Plan, if required (added by candidate)
4. Evidence of teaching:
  - a. All available student evaluations of courses, if applicable (added by office or candidate)
  - b. All available course syllabi, if applicable (added by candidate)
  - c. At least one peer observation completed since the last file submission unless two are recommended (XIII.D and XIII.O are exempt) (added by candidate)
  - d. Precepting/advising evaluations, if applicable (added by office or candidate)
  - e. Any additional optional evaluations distributed by faculty (e.g., midterm evaluations) and other forms of student feedback
5. Evidence of scholarly or creative work, if applicable (added by candidate):
6. Documentation of service, if applicable (added by candidate)
  - a. Please note: service contribution letters are not required for this review, but any available evidence of service can be included (added by candidate)
7. For librarians:
  - a. Evidence of liaison roles, for example, but not limited to, a list of library instruction sessions taught, sample slides from classes, collection development lists, and evaluations. (added by candidate)
  - b. Evidence of functional roles, focusing on what you have done in your regular library role. (added by candidate)

## **16. Appendix: Required File Contents for Contract Renewal Cycles, Tenure, Promotions, & Range Adjustments**

All faculty subject to contractual renewal, tenure decisions, promotions, and range adjustments will undergo a formal review process. On the file closing dates, candidates will submit the following materials for contract renewal cycles, tenure, and reviews for all promotions and range adjustments. For probationary faculty, all contract renewal files should be comprehensive, covering the time period from when they were hired into the job title for which they are being reviewed. For non-probationary faculty, the most recent file closing date, or the date when any late materials were added, whichever is later, is considered the restart date for all future files.

Candidates must adhere to the page limits and use the available resources and templates to prepare and submit their materials. Please note: candidates will be evaluated by the standards for all areas in their contract; only materials for areas for which they will be evaluated will be submitted in the evaluation file.

1. Executive Summary: A short summary aligning the evidence in the file to all applicable standards, including the specific set of standards by which they are being evaluated (e.g., probationary faculty may choose if standards change after their hire date, other faculty are subject to the most current standards which should be clearly cited) This summary must be 1-2 pages, 11-point font, single-spaced, 1" margins.
2. Narrative: This narrative is a self-reflection and description of how the candidate has met the standards in the areas subject to evaluation (teaching/librarianship, and/or scholarship/creative activity, and/or service) addressed in separate sections. The narrative must also include self-evaluation and reflection for each of the areas they are being evaluated, highlighting and giving context to the supporting documents in the file. Please note: additional evidence listed below can be summarized in this narrative in tables or figures (e.g., a single table with summaries or trends of scores for teaching evaluations). Narratives should be no more than 25 pages including all tables and figures, 11-point font, single-spaced, 1" margins, with the understanding that tenure & multi-year contract review narratives may be longer than annual review cycles.
3. Most recent employment contract
4. Current c.v., which includes all contractual duties (added by candidate)
5. Evidence of teaching or librarianship, if included in the contract:
  - a. All available student evaluations of courses (added by candidate or office)
  - b. All available course syllabi (added by candidate)
  - c. One peer observation of teaching for each year for probationary faculty, unless two are recommended (see below – multi-year NTT or PT contract renewals are

exempt); faculty hired mid-year are expected to submit two in their year two file (added by candidate)

- d. Precepting/advising evaluations, if applicable (added by office or candidate)
  - e. Any additional optional evaluations distributed by faculty (e.g., midterm evaluations) and other forms of student feedback
6. Evidence of other assigned duties in lieu of teaching, if included in the contract (added by candidate)
  7. Evidence of scholarly or creative activity, if included in the contract (added by candidate)
  8. Evidence of service, including letters identifying the scope and impact of selected service, if included in the contract (added by candidate)
  9. External letters, if required for promotion or if desired by any candidate for tenure or reappointment (added by office or candidate)
  10. Copies of all prior letters issued to the candidate during the probationary period from the PRC, Dean, FRC, Provost, and President level

## 17. Appendix: Feedback Meeting Form

**Purpose:** This memo records the summary of a developmental review meeting for a tenure-track probationary faculty member during the first, third, or fifth-year review cycle. It is to be completed by the Dean following a meeting with the faculty member, the Chair of the Program Review Committee, and the faculty member’s mentor. In the event of a joint appointed faculty member, the two relevant Deans shall complete a single feedback form. The memo should identify specific items that will help the faculty member meet required standards and also note the ways in which the faculty member is currently meeting, or making appropriate progress toward meeting, those standards.

<b>Faculty Member</b>
<b>Department(s)/Program(s)</b>
<b>Review Year</b> <input type="checkbox"/> First Year <input type="checkbox"/> Third Year <input type="checkbox"/> Fifth Year
<b>Date of Meeting</b>
<b>Dean(s)</b>
<b>Chair, Personnel Review Committee</b>
<b>Faculty Mentor</b>

### 1. Summary of Meeting and Overall Progress

Provide a concise summary of the discussion, including the faculty member’s current trajectory toward meeting standards for tenure-track probationary faculty, notable accomplishments to date, and any contextual factors raised during the meeting.

### 2. Areas of Strength / Evidence of Progress Toward Standards

Note specific ways the faculty member is meeting expectations or working effectively toward meeting expectations. Address, as applicable:

- Teaching effectiveness, course development, advising, and student support
- Scholarship, creative activity, or professional engagement
- Service to the program, school, university, or profession
- Progress toward establishing a clear professional agenda and trajectory
- Responsiveness to prior feedback and evidence of growth

### 3. Developmental Recommendations

Area	Current Evidence of Progress / Strengths	Developmental Recommendations	Support / Resources Needed	Target Timeline / Follow-Up
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<b>Teaching</b>				
<b>Scholarship / Creative Activity / Professional Development</b>				
<b>Service</b>				
<b>Mentoring / Professional Support / Other</b>				

#### 4. Agreed-Upon Next Steps and Resources

List the follow-up actions that will support the faculty member's progress, including any mentoring, professional development, workload planning, documentation, or timeline-related steps. Indicate who will assist and any target dates, as appropriate.

#### 5. Acknowledgment

This memo summarizes the developmental discussion held among the parties listed above. It is intended to guide the faculty member's continued progress and does not replace any formal personnel action or required review documentation.

<b>Dean Signature(s)</b>	<b>PRC Chair</b>
<b>Date:</b> _____	<b>Date:</b> _____

Faculty Member Acknowledgment

Date: \_\_\_\_\_